

Arizona Department of Juvenile Corrections
General Operating Policy
Chapter: Human Resources
Rule Employee Dress and Grooming

No. GOP 2005
Effective: 06/23/04
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| A.R.S. 41-2804 | A.C.A. Standard 3-JTS-1C-18,23 | A.A.C R2-5-501 |
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[Procedures](#)

I. Policy:

All Arizona Department of Juvenile Corrections' (ADJC) employees shall maintain professional standards of personal hygiene, grooming, and neatness with attire appropriate to their specific job assignments. See GOP 2005.01, "Non-Uniformed Employees' Dress Code", [2005.02](#), "Youth Correctional Officer Uniform and Grooming Standards", [2005.03](#), "Uniform Requirements: Health Services, Food Service, Recreation, Maintenance Staff", and [2005.05](#) "Special Ceremonies Unit Honor Guard/Color Guard", for the specific regulations on dress and grooming.

II. Rules:

1. The personal appearance of all ADJC employees, including hair, mustaches, and beards, shall be maintained in a professional, neat, and clean manner.
2. Employees working in Central Office or in the community (e.g., parole, community offices) are expected to dress professionally and appropriately for their current assignments or for specifically scheduled activities.
3. The personal hygiene, grooming, and clothing of direct care staff shall provide an appropriate role model for ADJC juveniles.
4. Secure facility general duty and housing unit employees shall dress in accordance with this policy and/or with local work unit procedure(s).
5. Job-appropriate shoes shall be worn at all times.

Michael D. Branham, Director